



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject: ***Payroll Stuffers***
Manual Section(s): N/A
Supersede(s): N/A

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TO: Technical Bulletin Administrators
All Agencies

FROM: Robert Rocha
State Comptroller

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DEFINITIONS

GAO: The Arizona Department of Administration – General Accounting Office.

Payroll Stuffer: A piece of literature produced or sponsored by a requester with the intent of its being distributed to State employees as an attachment, enclosure or accompaniment to payroll warrants or direct deposit advices.

Receiving Agency: An agency the employees of which are destined or designated to receive payroll stuffers.

Requester: The person, agency or other entity that produces or sponsors a payroll stuffer.

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POLICY & PROCEDURES

To assist State agencies in effectively and efficiently distributing information of general interest to State employees by way of payroll stuffers, the following procedures have been adopted.

1) Submission of Request.

- a) All payroll stuffers must be approved by the State Comptroller prior to distribution.
- b) Requests for the distribution of payroll stuffers must be submitted to the State Comptroller at least ten (10) working days before the proposed distribution date.
- c) Date sensitive material must be submitted for approval as early as possible.
- d) Requests for distribution of payroll stuffers must be submitted using a Payroll Stuffer Request Form, GAO-615 (a copy of which is attached). A sample of the material to be distributed must be attached to the form.
- e) Within five (5) working days, the State Comptroller will review the request, determine its propriety, and advise the requester whether the request has been approved, disapproved (with the reason for disapproval), or held for higher level review.
 - i) If the request is approved, the payroll stuffer will be processed as outlined in these procedures.
 - ii) If the request is held for further review:
 - (1) The State Comptroller may forward the payroll stuffer to the Director of the Department of Administration, to the Attorney General's Office, or to some other State officer or agency for additional review prior to approval or disapproval.
 - (2) It may not be possible to distribute the materials on the date originally requested.
 - (3) The requester will be kept informed as to the status of the request.

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- 2) Guidelines for determining the appropriateness of the content and format of payroll stuffers.
 - a) The subject of the material must be of universal interest or benefit to State employees.
 - b) The message cannot be construed to be offensive, profane, obscene, illegal, libelous, calumnious, licentious, immoral, political or religious in nature. The message cannot contain any sentiment that can be interpreted as an expression of racial, ethnic, national, religious, life-style or gender-related bigotry or prejudice. The message cannot promote causes except for those causes authorized by statute as part of the purpose and mission of the issuing organization and those charitable endeavors for which a properly authorized payroll deduction is available. Nothing in the message can reflect poorly upon the State of Arizona, its employees or its citizens.
 - c) The subject of the literature may not be of a commercial nature unless the vendor is offering a service or product for which a properly authorized payroll deduction is available.
 - d) The payroll stuffer material must be of a size or folded to a size that will enable it to be readily inserted into a standard, Number 10, envelope.
- 3) Other considerations that may affect the distribution of a payroll stuffer include:
 - a) The number and nature of recent payroll stuffers that have been distributed.
 - b) The scheduling of the requested distribution in light of other State government activities.
 - c) Other payroll stuffers that may take precedence over the one under consideration.
 - d) The workload in the GAO and agency payroll offices.
 - e) Whether payroll stuffers are the most effective, efficient, economical and appropriate means of communicating the desired information to State employees.

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4) Preparation of stuffers for distribution.

- a) If the receiving agency has more than 400 employees, the requester is responsible for delivering payroll stuffers directly to the target recipient's main payroll office. Only payroll stuffers that have been previously approved by the State Comptroller may be distributed.
- b) All payroll stuffers must be bundled and labeled by agency and pay cycle.
 - i) For receiving agencies with 400 or more employees, materials must be bundled in groups of 50.
 - ii) For receiving agencies with more than 100 and less than 400 employees, materials must be bundled in groups of 25.
 - iii) For receiving agencies with 100 or fewer employees, materials must be bundled in groups of 10.

5) Submission of approved payroll stuffers for distribution.

- a) Approved materials to be distributed must be delivered to the General Accounting Office no sooner than 4 days and no later than 2 days before the cycle date with which they are to be distributed.
- b) Materials to be distributed must be substantively identical to the sample that was originally submitted with the Payroll Stuffer Request—changes from the sample may prohibit distribution.
- c) Materials to be distributed must be accompanied by the Payroll Stuffer Request that was reviewed and approved by the State Comptroller.

6) Miscellaneous considerations.

- a) State Universities, since they maintain their own payroll systems, do not receive payroll warrants or deposit advices from GAO and, consequently, cannot receive payroll stuffers through GAO.
- b) Payroll stuffers can be used only to provide information to all employees paid through GAO. GAO cannot target certain agencies or geographical, departmental or functional areas.

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ON-LINE AVAILABILITY

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<http://www.gao.state.az.us/bulletins.html>

SUPPLEMENTAL MATERIALS

The following supplemental materials are distributed as paper attachments (indicated by **P**), electronic documents posted to the GAO Website (**W**) or in both formats (**B**).

1. Payroll Stuffer Request Form, GAO-615 **B**
2. Arizona Agency List with Number of Employees **P**

If your agency has no access to the Web, please contact your GAO Liaison to be provided paper copies of these Addenda Items.

AREAS IMPACTED

All State agencies.

CONTACTS

If you have any questions concerning this Technical Bulletin, please contact your GAO Liaison.

State of Arizona Payroll Stuffer Request

Requested Distribution Date(s)			Purpose of Stuffer	
Agency				
Contact Person				
Phone Number				
Fax Number			Special Instructions	
State Email Address				
Requester's Signature				
Date of this Request				
Your signature acknowledges your receipt, understanding and acceptance of the policies and procedures governing the distribution of materials by way of payroll stuffer. A copy of the State's payroll policies and procedures will be provided to you upon request.				

You need make no entries below this point. The following sections are reserved for GAO use only.

Received by (signature)		Date		Comments	
Reviewed by (signature)		Date			
Approved by (signature)		Date			
Notified by (signature)		Date			

No payroll stuffers may be distributed without proper, signed approval!

Front Desk Person Receiving Payroll Stuffer		Date Received		Time Received		Cycle A Date	
Person Checking Payroll Stuffer		Date Received		Time Received		Cycle A Date	
Front Desk Person Receiving Payroll Stuffer		Date Received		Time Received		Cycle B Date	
Person Checking Payroll Stuffer		Date Received		Time Received		Cycle B Date	